

PLANNING BOARD MEETING

TIPP CITY, MIAMI COUNTY, OHIO

October 9, 2007

Meeting

Chairman Michael McFarland called this meeting of the Tipp City Planning Board to order at 7:30 p.m.

Roll Call

Roll call showed the following Board members present: Mike McFarland, John Berbach, Robert Horrocks, and Mark Springer.

Others in attendance: City Manager David Collinsworth, City Planner/Zoning Administrator Matt Spring, and Board Secretary Marilyn Fennell. Those signing the guest register included: Cindy Adkins, Brian Pederson, Greg Simmons, Erin Howard, Crystal Kreiger, Dustin Kreiger, Karen Jackson, Nick & Andrea Hoover, Joe Bagi, and Joe Gibson. Nancy Bowman of the *Dayton Daily News* was also present.

Excuse Board Member
Absence

Mr. McFarland **moved to excuse Mr. Blake from the meeting.** Mr. Berbach seconded the motion. Motion passed 4-0.

Approval of Minutes
September 11, 2007
Meeting
**Items not on the
Agenda**

Mr. Berbach **moved to approve the minutes of the September 11, 2007 meeting.** Mr. Springer seconded the motion. Motion carried 3-0-1. Mr. Horrocks abstained due to his absence at that meeting.

There were no comments on items not on the agenda.

NEW BUSINESS
Deadline Dates

Chairman McFarland announced that the next regularly scheduled Planning Board meeting would be held Tuesday, November 13, 2007. Preliminary Plans, Final Plats and Site Plans must be submitted by 5:00 p.m. on October 22, 2007 and temporary sign requests for display over 30 days must be submitted by 5:00 p.m. on November 7, 2007.

Upper Room Worship
Center, N. Hyatt St., Pt
IL 1771- Special Use
for church

Mr. Spring said the applicant was seeking a special use permit for the future operation of a church at the property located on Inlot 1771, N. Hyatt Street. It is currently zoned R-3, Urban Residential. The applicant is seeking acquisition of the property which is approximately 7 acres and is interested in obtaining permission prior to the finalization of the purchase. A church use is a special use in the R-3 zoning district; therefore it requires Planning Board approval. The General and Specific requirements were read by Mr. Spring from his staff report. The Specific requirements included the lot size must be at least an acre (\pm 6.9410 acres being considered), the site must have access from an arterial or collector street (N. Hyatt Street would be the primary access), structures must have a minimum setback of 50 feet (any future Site Plan must have Planning Board review), and parking spaces shall be located as far distance from any adjacent residential property line as possible (the Special Use stipulates review by Planning Board for any future site plan).

Mr. Spring continued that the North Hyatt Street Phase II reconstruction is planned for 2008 to include road widening (2 to 3 lanes), sidewalk on the eastern side and infrastructure improvements. Prior to actual construction of the church the parcel will need to be subdivided from the larger parcel and right-of-way donated to the City as

a part of the lot split/subdivision.

Staff did recommend approval of the Special Use permit for the Upper Room Worship Center to be located on \pm 6.941 acres on N. Hyatt Street, (currently Pt. IL 1771) with the following conditions:

1. The applicant must obtain authorization/approval from the Planning Board for any proposed construction or exterior modifications to the site prior to the construction/undertaking of any such proposed modifications.
2. The applicant will be required to adhere to the following construction requirements at the time of the actual church construction, which will require subsequent Planning Board site plan review and approval prior to any construction commencing. Said review will include:
 - a. All structures and active outdoor recreation uses shall be setback a minimum of 50 feet from any residential property; however, any outdoor recreation area with night lighting shall be setback 100 feet from any residential property.
 - b. Parking spaces for church buses shall be located as far distance from any adjacent residential property line as possible. A minimum of 50 feet shall be required in any case.
3. Prior to moving forward with actual construction of the church, the parcel will need to be subdivided from the larger parcel (Inlot 1771), and ROW (N. Hyatt Street) donated to the City as part of the lot split/subdivision.

Mr. Spring said the applicant was present to answer any further questions. Mr. Springer asked if Donn Davis Way was to be located behind this parcel. Mr. Spring said the current Thoroughfare Plan specifically denotes that path must be determined at a later date. Theoretical designs have shown it to be in that vicinity. Mr. McFarland said he thought this land was to be used for expansion of Windridge Apartments. Mr. Spring said the property owner has a tentative agreement with the church based on the outcome of tonight's meeting.

Mr. McFarland asked Reverend Simmons to come forward. Mr. McFarland asked if this acreage in question went back to the woods. Mr. Simmons said it goes back 400' and does not include the woods. Mr. McFarland said he didn't wish to see the deer in the woods disturbed if possible.

Mr. Horrocks **moved to grant the Special Use permit for the Upper Room Worship Center, Pt. Inlot 1771, as noted with the conditions listed in the staff report.** Mr. Springer seconded the motion. Motion passed 4-0.

Gardens
Alive!/Springhill
Nursery, 457 E.
Evanston Road, IL
2632- Site Plan
Review

Mr. Spring said Spring Hill Nursery would like to erect a shed at 457 E. Evanston Road. It will contain a water pump and miscellaneous tools. Staff noted that Planning Board approved an irrigation pond at this site on July 10, 2007. The proposed shed is 9' x 9', 10' in height, have a tin exterior, and is not located in the FEMA 100-Yr. Flood Plain. The shed elevation is to be at 910', the revised floodplain is at 902'.

Mr. Spring said staff recommended approval of the site plan

Jonathan & Erin
Howard, 131 W. Main
Street, Pt IL 138-
Special Use

Waiver of off-street
parking requirements

with the following conditions:

1. The applicant must provide an as-built FEMA Elevation Certificate and topographical map prior to the utilization or occupancy of the shed.
2. The applicant must obtain authorization/approval from the Planning Board for any proposed modifications to the approved site plan prior to the construction/undertaking of any such proposed modifications.

Mr. McFarland said he was glad to see the applicant making application before they constructed the shed. Mr. Spring said they were very proactive in this case.

Mr. McFarland **moved to approve the site plan for Gardens Alive/Spring Hill Nursery, 457 E. Evanston Road, IL 2632 per the recommendations of the staff report which states that:**

1. **The applicant must provide an as-built FEMA Elevation Certificate and topographical map prior to the utilization or occupancy of the shed.**
2. **The applicant must obtain authorization/approval from the Planning Board for any proposed modifications to the approved site plan prior to the construction/undertaking of any such proposed modifications.**

Mr. Berbach seconded the motion. Motion passed 4-0.

The next item of business was for consideration of a Special Use permit and the waiver of off-street parking requirements. Mr. Spring said the applicants are considering the purchase of the property at 131 W. Main Street and converting it into a gourmet delicatessen, a catering business, offices and a test kitchen. The second floor may occasionally be used for personal residential inhabitation.

Mr. Spring continued that the applicants were seeking approval of a Special Use Permit for the catering business and second floor residential inhabitation. They are also seeking a waiver of the off-street parking requirements for all uses within the structure.

Regarding the Special Use permit, the permitted uses in the Community Center zoning district were listed in staff report. The deli and the associated offices are a principal permitted use. The residential inhabitation is a special use. The catering business is not specifically listed but Code Section §154.051(B)(2)(g) states that the Planning Board may consider other uses that are of the same general character and their contribution to the district. Mr. Spring said the Planning Board needs to determine whether the catering business is of the same general character, if so the Board can move forward with the additional review and requirements. Code requires that both the general standards and the specific requirements be satisfied by the establishment and operation of the proposed special use. Mr. Spring read through the general and specific requirements from his staff report.

Mr. Spring said the applicant is not requesting any exterior site alterations at this time. The deli and catering business uses will occupy 3,174 square feet of gross floor area on both floors of the building. Therefore the required off-street parking requirements for both will be a minimum of 15 off-street parking requirements. The residential

inhabitation will require two spaces bringing the total to 17 spaces. Code Section §154.051(D) indicates the required number of parking spaces within the CC district shall be determined by the Planning Board on a case-by-case basis. There is a 30' x 130' area adjacent to the existing structure which has been used for off-street parking; however it is nonconforming and without sufficient width to provide any legitimate off-street parking spaces or drive aisles.

Staff recommended approval with the following conditions:

1. That the Planning Board finds the proposed residential inhabitation use meets or exceeds the general and specific requirements for Special Uses delineated in Code; and grants a "Special Use" for the same.
2. That the Planning Board finds a catering business use of the same general character as the permitted and special uses within the CC – Community Center – Zoning District previously listed or other use determined by the Planning Board to contribute to the district's role as a central place for the community; that the catering business meets or exceeds the general and specific requirements for Special Uses delineated in Code; and grants a "Special Use" for the same.
3. That the Planning Board waive off-street parking space requirements for 131 W. Main Street for the operation of a gourmet delicatessen (Mum's the Word – Tipp's Tasty Secret), a catering business, offices and a test kitchen for these businesses on the second floor, and personal residential inhabitation.
4. That the Planning Board waives all off-street parking requirements for any future use of 131 W. Main Street which will not increase the intensity or use of this property as noted in this staff report. This second motion is recommended so as to provide administrative relief to the Planning Board for uses which would not increase the current parking requirements delineated in this staff report, and to expedite Change of Use permits for possible future tenants.
5. If the Planning Board approves the waiver of the off-street parking requirements, the applicant will be required to obtain the required Zoning Occupancy/Change of Use Permit (already applied for).
6. Any proposed signage requires Restoration Board approval and an approved Sign Permit prior to the placement of such signage.
7. The applicant must obtain authorization/approval from the Planning Board for any proposed modifications to the approved site plan prior to the construction/undertaking of any such proposed modifications.

Mr. McFarland said he believed in the late 1960s or 1970s that there were 1 or 2 residential apartments upstairs. Mr. Springer said the photograph showed a complex of three units. Mr. Spring said that is correct. Mr. Springer asked if the east side is asphalt and gravel and was it a parking lot per say. Mr. Spring said he thought it had been used as one but it did not meet any of the minimum requirements of the code for an off-street parking area. There is no way to configure it so that there is a two-way drive aisle. One cannot drive thru all the way to Walnut Street. Mr. McFarland said it is non-conforming basically due to its size. Mr. Berbach asked if the deli was going to be open to the public.

Mrs. Howard was present. She came forward to the podium and told the Board that the deli would be open to the public. Mr. Berbach said he assumed when it was owned by Kilpatrick Heating the side area was used to park their trucks. Mrs. Howard said that is what she

remembered.

Mr. Berbach asked if the matter required two motions. Mr. Springer advised that it should be handled in that manner. Mr. McFarland suggested that there be a stipulation that the parking was only for employees and residential. Mr. Springer said he was concerned that customers will pull in and try to turn around and exit onto Main Street. Mrs. Howard said it was a challenging situation. She said it was her understanding that the building at the rear on Walnut Street is limited in its use.

Mr. Berbach asked if it was much different from the parking lot on W. Broadway. Mr. Springer said he would like to see the building used again and Mr. Berbach agreed with him. Mr. McFarland said if the parking requirements are waived and a sign is erected at the entrance that the lot is not for public parking; he did not know how that would work. Mr. Springer asked if there would be deliveries made by trucks. Mrs. Howard said there is a pull-in garage for a catering truck at the rear of the building. Mr. Berbach said he thought it was exciting that one of our older buildings was going to be used for something.

Mrs. Howard said they were thru the building today and it does need some overhauling. Mr. Horrocks asked if there was a paved driveway. Mrs. Howard said the earlier description of paved, gravel, dirt was pretty accurate. It needs repaving and it is quite sloped, it needs to be cleaned up. Mr. Horrocks asked if the residential use might be a rental situation in the future or was it for personal use. Mrs. Howard said they currently live in Bellbrook and may take the two apartments and use them for residence and one for office and test kitchen. After being established for a year or so they might rent the apartment. Mr. Horrocks asked if any further provision needed to be made for a rental unit. Mr. Springer said if the residential use is approved as a Special Use, then it does not matter if the owner or a renter is occupying the unit.

Mr. Springer said he was still struggling with the nonconforming parking area and if the Board would say it can't be used for off-street parking. He thought it would be setting a bad precedent. Mr. McFarland said to make it a private drive; therefore it is not open to the public. Mr. Springer said he understood what Mr. Springer was saying and if the Planning Board's position is that the use is being changed, then the parking area should be brought up to code standards. But there is no way that can occur simply due to the logistics of the existing lot. Mr. Springer asked if some slanted parking on the east side would work three or four vehicles. Mr. Springer said there needs to be a minimum of 24' for the 2-way traffic. That would only leave 6' on the sides; he did not think it was possible. Mr. Berbach said it is dissimilar to the Broadway situation because that one could be brought up to code and with this lot there is no way due to its size. Mr. Springer said that was correct as far as the dimensions required. Mr. Springer asked about the parking area behind the old Fifth Third Bank where there is only one lane. Mr. Springer said it was a one-way alley and the lot did meet the minimum code standards.

Mr. McFarland said he thought the solution was to designate it as a private drive, sign it "No Trespassing". Mrs. Howard asked how someone would come in to pick something up. Mr. McFarland said they could designate who comes into that drive. Mr. Springer said he was just

Redbox Automated
DVD Rental, 127 S.
Garber Drive, IL 2126-
Site Plan Review

trying to be consistent. Mr. McFarland said each case is different and the Board has to keep that in mind.

Mr. Horrocks said he remembered cases where there are no places to park and we have waived the parking. The old Post Office and Tony's were examples. The point with the CC District is that it is a redevelopment district. We are trying to bring redevelopment and the Board needs to be flexible in our approach.

Mr. Horrocks **moved to approve the special use permit for 131 W. Main Street, Pt. Inlot 138, per the requirements listed in the staff report.** Mr. McFarland seconded the motion. Motion passed 4-0.

Mr. Horrocks **moved to waive the off-street parking requirements for 131 W. Main Street, Pt. IL 138 for the operation of Mum's the Word-Tipp's Tasty Secret and for any future use of 131 W. Main Street which will not increase the intensity of use for this property as noted in the staff report.** Mr. Spring asked if that was to include the residential use also. Mr. Horrocks **added that was to include the residential use also as listed in the staff report.** Mr. Berbach seconded the motion. Motion passed 3-1. Ayes: Horrocks, Berbach, and McFarland. Nays: Springer.

Mr. Spring explained that site plan approval was being sought for the placement of a DVD rental kiosk on the exterior of the McDonalds at 127 S. Garber Drive. The proposed self-serve kiosk would be placed on a concrete pad and provides a DVD selection and dispenser station and is covered with a canopy. The height is 8'-9 1/4", width is 8'-4" and the depth is 5'-6". It would maintain the minimum ADA 36" clear walkway for adequate ingress/egress.

The kiosk will abut the primary building on the north and be centered between the existing hose bib and window. It will not affect existing parking, landscaping, or site accessibility. Staff noted that the DVD rental kiosk would be a principal permitted use within the PC zoning district.

Mr. Spring continued that storm water detention is not required as it sets on an existing impervious concrete area. The applicant will be required to obtain an approved Zoning Occupancy/Change of Use Permit which can be approved administratively upon Planning Board's approval of the site plan.

Staff recommended approval of the site plan with the following conditions

1. The applicant must obtain an approved Zoning Compliance Permit and associated building permits through Miami County prior to the placement or construction of the kiosk.
2. Planning Board approval of this site plan/use is contingent upon compliance with all applicable regulations of Chapter 112 (Sexually Oriented Business Regulations) and Chapter 154 (Zoning Code) of the Tipp City Code of Ordinances.
3. The applicant must obtain authorization/approval from the Planning Board for any proposed modifications to the approved site plan **prior** to the construction/undertaking of any such proposed modifications.

Mr. Springer asked if the kiosk was in compliance with the sign code. Mr. Spring said the signage would face the north and the west and would not be visible from the right-of-way. The signage facing to the east is similar to a soda or newspaper vending machine. Mr. Springer said this would be similar to an ATM machine. Mr. Spring said it was unique; we don't have anything like it.

Mr. Berbach asked if any traffic increase needs to be considered. Mr. Spring said their proposal indicated that most of their traffic would be their existing customers at McDonalds. There are to be approximately 70 kiosks installed in the Miami Valley area at McDonalds and Speedway stations.

Mr. McFarland asked if it was affecting the handicap access to the restaurant. Mr. Spring said the access is from the north to the south and you can see in the photo that the cross striping is across the drive aisle and the kiosk is to maintain the 3' accessway. Mr. McFarland asked what if a driver stops in the drive-thru lane to do their DVD shopping. Mr. Spring said that would be a matter for the restaurant to handle. Mr. McFarland asked for further questions.

Mr. Berbach **moved to approve the site plan for 127 S. Garber Drive for the Redbox DVD rental kiosk with the conditions listed in the staff report.** Mr. Horrocks seconded the motion. Motion passed 3-1. Ayes: Berbach, Horrocks, and Springer. Nays: McFarland.

Coldwater Café, 19 E.
Main Street, Pt IL 26 &
IL 43-

1) Site Plan
Review

The next item of business was a site plan review and a special use permit consideration for the Coldwater Café at 19 E. Main Street, Pt. Inlot 26 and Inlot 43. Mr. Spring said the site plan review was for the renovation of the off-street parking area. The Special Use was for residential habitation of the second floor. As required by Code §154.071(C) the applicant is upgrading and renovating the existing off-street parking area and approach onto Walnut Street. This includes appropriate surfacing, lighting, lane width, landscaping, etc.

Mr. Spring continued his report. The existing off-street parking area was previously utilized by the Fifth Third Bank and included a drive-thru ATM facility. The existing 76' x 103' lot contains 8 nonconforming parking spaces and the ATM kiosk with corresponding stacking. The proposed renovation will raze the drive-thru, remove the interior curbing abutting the ATM lane, bring the existing approach on E. Walnut Street up to current engineering standards and provide 15 standard parking stalls and one handicapped accessible parking stall. The upgraded off-street parking area will provide a total of 22 total spaces.

Mr. Spring said the access will be from the north (E. Walnut St) via a new center approach and 20' drive aisle and the 12' alley adjacent to the west. The minimum requirement is 18' for one-way traffic with stalls at a 60° parking angle. He continued with the landscaping requirements. The applicant has provided along Walnut Street, 2 polygonal curbed landscape islands on the east and west of the ingress/egress approach. The north/south alley on the west side is a public right-of-way. In order to maximize the utilization of the existing lot and allow for the required drive aisle width, the applicant has not provided the required landscape strip along the western property line

adjacent to this alley.

The abutting property to the east is zoned CC-Community Center. No additional landscaping adjacent to the public right-of-way is required per Code §154.074(J)(2)(b)(2)(c). The interior landscaping requires 10 sq. feet for each parking space excluding those spaces abutting a perimeter for which landscaping is required by other sections thereof. With the two curbed landscaping islands there is 290 square feet of interior landscaping which exceeds his requirement of 220 square feet. Mr. Spring said the applicant would like to discuss the possibility of eliminating the two western landscape islands to allow for increased access for delivery vehicles from Walnut Street. Staff noted that the distance from the southern perimeter to the existing primary structure is only 18' which if they were eliminated, truck ingress/egress would be difficult. The lighting fixture located in the northwest landscape bed would need to be relocated if the bed were eliminated.

Mr. Spring continued stating the handicapped accessible parking requirements are exceeded as none are required but there is one on the drawing.

The applicant provided a list of different plantings to be used in the landscaping beds and those were provided in the staff report. The approach will be upgraded along with the curb, gutter, sidewalk, and curb lawn abutting Walnut Street. The lot lighting has provided a photometric diagram with indicates that the lot will be provided with an average of 2.2 lumens across the entirety of the parking area. Staff noted that there is an existing Tipp City street lighting fixture in the public alley near the southwest corner of the off-street parking area. If it can be shown by photometric calculations that the existing light is sufficient, the proposed light fixture for that area could be eliminated.

Mr. Spring said the applicant proposes the installation of a 12' x 16' dumpster enclosure at the southeast corner of the off-street parking area. It will be 7' in height and have 3 sides constructed of brick to match the northern façade of the building with a corrugated steel gate. In order to maximize the total number of spaces for the renovated lot, the following modifications (waivers) are requested by the applicant and must be granted by the Planning Board in order to approve the site plan as presented:

1. Code §154.074(I)(1) allows for 15% of the stalls to be "compact" (8' x 16') spaces. The applicant is requesting Planning Board allow $\pm 27\%$ compact spaces ($22 \div 6 = 27.27$). Therefore, the Board must grant a waiver to Code §154.074(I)(1) to allow for this variation to Code.
2. Code §154.074(J)(2)(b)(1)(a) requires a strip of land at least 6 feet in depth located on the western property line between the abutting 12' wide alley (right-of-way) and the parking area. This landscape strip must include an average of 1 tree for each 50 linear feet or fraction thereof. In order to maximize the total number of spaces for the renovated lot, this landscape strip has not been provided. Therefore, the Board must grant a waiver to Code §154.074(I)(1) to allow for this variation to Code.

Mr. Spring stated the Restoration Board approved a Certificate of Appropriateness for the proposed off-street parking area and landscaping

Coldwater Café-
2) Special Use

at their September 22, 2007 meeting along with the demolition of the former bank drive-thru.

Regarding the Special Use Permit for residential use, it was noted in the staff report that the existing upper floor of 19 E. Main had 3 commercial office suites, a permitted use within the CC Zoning District. The applicant is proposing to convert two of those offices into 3 apartments of 651, 589, and 624 square feet. The third office suite will remain as an office and will contain 1500 square feet.

A residential use is a special use in this zoning district. Therefore the Planning Board will need to consider the general and specific requirements for residential habitation as listed in the staff report, Code §154.122(A) and Code §154.122(B)(37). The off-street parking requirements for the apartments is two per dwelling unit, therefore 6 are required. The office space shall provide 1 space per 150 square feet of gross floor area and not less than 2 spaces per office. Therefore 1500 square foot would require 10 for a total of 16 for the upstairs usage.

Mr. Spring wished to remind the Planning Board that on August 14, 2007 they waived all but eight existing off-street parking space requirements for the entire structure based on the restaurant parking requirements. A total of 64 spaces were required with the information provided to staff. Since the off-street parking requirements for the upper floor are reduced by this Special Use request from 28 for the upper floor area to 16 spaces. No additional Planning Board approval of off-street parking is required.

Staff recommends that any Planning Board approval of the Site Plan and Special Use permit for Coldwater Café requires two (2) motions and the following conditions:

Motion 1 – Site Plan

Planning Board approves the site plan for the proposed renovation to the off-street parking area as delineated on the applicant's site plan with the following conditions:

1. Planning Board waives the requirements of Code §154.074(I)(1) to allow for ± 27% compact spaces rather than the 15% required by Code. Said compact spaces shall be readily identified with individual signage abutting each space and/or painting of the pavement for each compact space "compact car only."
2. Planning Board waives the requirements of Code §154.074(J)(2)(b)(1)(a) to allow for the elimination of the required 6' landscape strip and associated tree plantings for the western perimeter of the off-street parking area abutting the existing 12' wide alley.
3. The approved demolition of the existing ATM drive-thru vestibule and associated renovation of the off-street parking area **cannot** commence until the City has received the surety required in Code §154.052(L)(1) for demolitions within the Old Tippecanoe City Restoration and Architectural District.
4. The southwest lighting fixture shown Attachment "C" can be eliminated from the site plan requirements, if it can be shown through photometric calculations that the proposed southwest parking lot fixture is superfluous due to the presence of the existing public lighting fixture.

5. The applicant must obtain authorization/approval from the Planning Board for any proposed other exterior modifications to the site **prior** to the construction/undertaking of any such proposed modifications

Motion 2 – Special Use

Planning Board grants a Special Use Permit for the residential inhabitation for three (3) units of the upper floor of the structure located at 19 E. Main Street.

Mr. Springer asked if the alley onto Main Street was a one-way alley. Mr. Spring said it was used as a one-way. There was some further discussion regarding that alley. Mr. McFarland thought it was currently a one-way alley. Mr. Berbach asked if it could be added that the engineer take a look at the situation.

Mr. Berbach asked about the request to eliminate the one planting island. Mr. Hoover came forward and stated that there are four islands and they would like to waive the southwest island to make it easier for all traffic. There was discussion as to whether to stripe that area so that no one parks in that area.

Mr. McFarland **moved to approve the site plan for the parking lot as presented with the 5 conditions listed in the staff report and to eliminate the southwest landscaping island and have it striped for no-parking and for staff to look at making the western alley one-way to the south.** Mr. Berbach seconded the motion. Motion carried 4-0.

Mr. McFarland **moved to grant a Special Use Permit for the residential inhabitation, (3 units) of the second floor of 19 E. Main Street.** Mr. Berbach seconded the motion. Motion carried 4-0.

Set Public Hearing
Date: Paul & Cynthia
Adkins, 31 Wilhelm St.
IL 952- Zoning Map
Amendment

Mr. McFarland **moved to set a public hearing for November 13, 2007 for zoning map amendment consideration for 31 Wilhelm Street.** Mr. Springer seconded the motion. Motion passed 4-0.

5-Year Capital
Improvement Plan –
City Manager
Collinsworth

City Manager, David Collinsworth presented the 5-Year Capital Improvement Plan to Planning Board. A copy of the Plan was provided to the Board in their packets. The process that updates this Plan begins in early summer with the department heads. This document essentially represents the long term planning for infrastructure, equipment replacement, and related capital needs of the City. For an item to appear in the plan it must be a non-perishable good with a life greater than one year and a value exceeding \$5,000. On the equipment side we are talking police cruisers, ambulances, dump trucks, certain tractors and contractor equipment, also any street improvement projects, any park improvement, and utility improvements.

Mr. Collinsworth said the revenue sources include grant funding. The funding mix for 2008 is that we expect the largest source to be our local taxes and fees. That would encompass our income tax and amount transferred from our general fund, which has been right around \$500,000 per year.

The next largest source is our local utility charges, for electric, water, and sewer. \$1.5 Million in improvements is planned for 2008. Under Grant Funding, there are projects that will bring in funds, such as Issue One for street upgrades and the MVRPC for the traffic signal coordination project.

The next two categories are assessments and fund carry-overs. The non-grant funds include the gasoline-tax which is from the State. We will also receive funding from Monroe Township for replacement of one of the EMS ambulances. A third area of funding will be Miami County for the extension of the N. Hyatt Street improvement project. This will be just north of Comanche Lane up to the intersection of Kessler-Cowlesville/Tipp-Cowlesville Roads. Miami County has a piece of that project so they will be kicking in about \$140,000.

The Parks Capital Improvement Reserve Fund which is the .25% of our income tax. Our Utility Funds, each one has improvement projects. The Street Funds receives funds from the gasoline tax and from the state licensing fees collected each year. We have also been sending a few funds from those funds to the General Fund for improvements such as for trucks and such.

The Street Department has \$1.1 Million planned for street improvement projects. Park improvements including the debt service for the existing completed park projects is \$862,500. That will come from the .25% park levy. The debt service on the other existing capital projects, \$352,000. Public Safety expenditures are \$179,000. There are \$2.65 Million in non-utility projects planned for next year. That is probably a bit lower than the last 3-4 years average.

On the Utility side of the Plan, Electric Fund projects total \$1.8 Million and the biggest portion of that is the traffic signal interconnector coordination project. That project is \$1 Million. Mr. Berbach asked about that project. Mr. Collinsworth said it will include fiber optics, new controllers, some new loop detectors, and pan & tilt cameras at the highway ramps that will give us information back to the engineering department. It will go from County Road 25-A to Hyatt Street and will help with the flow of traffic. Mr. Springer asked if the signal at Kinna Drive would be included. Mr. Collinsworth said that new signal will be funded by Menards as the other improvements involved with that project and that signal will also be tied in. The signal should be installed before the Signal Coordination project begins. The grant funds for the project will not be available until after July 1, 2008.

Other key projects for 2008 include the N. Hyatt St. improvement from Comanche to the KC/TC intersection. Another project is the Miami Co. Recreational Trail project from Kyle Park to Ross Road and north of the Nature Center to Concord Twp. line. It is a multi-jurisdictional project and a lot of coordination has been taking place amongst the City, Monroe Twp., Miami Co. Parks, and Five Rivers Metro Parks. The Miami Co. Engineer's office and Tri-City Wastewater has also been involved. It is a \$2 Million project with \$1.8 Million of that from federal funds through MVRPC. It should be constructed in 2008-2009. Mr. Springer asked if the monies are committed or are we in danger of losing the federal funds. Mr. Collinsworth said he thought we were okay

as MVRPC has been very patient and cooperative. The City has also applied for some additional funds from other sources. The section from Canal Lock Park to Kyle Park should be completed by the City in early spring of 2008.

In 2008 the City will be replacing one of the ambulances.

In 2009, there will be a fourth substation and alternate feed for the electric service. It will provide some back-feeding ability during outages that we don't have now. There will be the construction of the Utility Service Center on S. First Street. Electric, water and sewer services will be combined at one site. He continued that the City would also move forward with the automatic meter reading program for electric and water meters. The amount is \$750,000 for both departments, at a rough estimate. Those three projects could reach \$6.5 Million.

Streetscape projects continue onto 2012. In 2010, the intersections at Hyatt, Tippecanoe, and Garber which will involve upgrading the actual signal mast arms for those intersections. The Garber intersection will also include the roadway between there and the interstate ramps. In 2011, Streetscape will go from west of Hyatt Street into the downtown area. This will start with the railroad to Third Street, followed by Third to First in 2012. Those will be major projects.

In 2010 there will be the replacement of the ladder truck and any modification of the station that is needed due to that new truck. That is estimated to be \$2 Million and that should be financed by the eventual passage of a .25% income tax for capital improvements or alternatively some sort of bond or fire/EMS levy if the income tax does not pass.

Interior street projects pick back up in 2009 with Franklin Street, 2010-Hartman, and 2011- Horton Ave. Most of these streets do not have storm drainage and that contributes to deterioration of the roadways.

Also in 2011, a replacement of the Bowman Avenue water tower is anticipated at a cost of \$2 Million. There several locations being looked at as the current location would not be adequate for a newer structure.

The City is still in need of funds for projects. The asphalt resurfacing dollars are stretched each year. The costs continue to increase. Asphalt itself is probably 50% more than it was 4 years ago. Many of the newer subdivisions built in the last 1980s and early 1990s are showing a need for attention. There are needs in the storm water area. Many communities are adding a storm water utility fee. If we are not able to attain funds through our tax revenues then a utility fee is something that Council will have to take a hard look at.

A workshop will be held with City Council on Monday, October 22 to review the Plan. Mr. Collinsworth said he would entertain any questions from the Board.

Mr. Berbach asked if the resurfacing of streets has been completed for this year. Mr. Collinsworth said it has been completed for this year. We did just shy of \$200,000 in resurfacing this year. Most of

the areas completed were Miles, a few more in Westedge, Thornburg, and in Hathaway. Mr. Springer asked was the optimal time for repaving streets. Mr. Collinsworth said ideally it should be a 14-15 year cycle but the City has had to stretch it out 18-20 years. The problem is that if you don't do the maintenance then you have a bigger problem. Dow Street is one that has been pushed back until there are funds. Mr. Collinsworth added that was something the City had hoped to accomplish with the .25% tax levy that failed this year.

Mr. Horrocks asked if the Police vehicle replacements were a sedan for a sedan or an SUV. Mr. Collinsworth said for right now it is for like-kind. The only vehicle that might be different is the canine unit, depending if they continue with that program. Mr. Horrocks asked about finance technology and the ability for customers to get online and get their bills. Mr. Collinsworth said that is budgeted for next year.

Mr. McFarland **moved to recommend the 5-Year Capital Improvement Plan to City Council for approval.** Mr. Springer seconded the motion. Motion passed 4-0.

Old Business

There was no Old Business to discuss.

Miscellaneous

City Council Reports:
September 17, 2007-
Mr. McFarland
October 1, 2007- Mr.
Berbach

Mr. McFarland reported there was a motion to set a public hearing for the rezoning of the 0.5881 acre parcel at 1330 E. Evanston Road for Glasers for the October 15th meeting.

Mr. Berbach reported there was a first reading for the rezoning for Glasers. The final vote will be October 15, 2007.

Board member
comments

Mr. Springer complimented staff on the work done on the CIP. He said maybe there should be more marketing on some of our projects to publicly show the citizens where the monies are being spent. He said persons that he speaks to don't realize the amount of grants, other funding and City funds are involved in different projects. He thought there could be a little bit more marketing so that when it comes to levy time people can see that the City is spending only a certain amount. Sometimes flyers in the utility bills don't get read.

Mr. McFarland said he received information from Tree Board that ash trees are not recommended for planting due to the Emerald Ash Borer problem.

Adjournment

There being no further business for discussion, Mr. McFarland **moved that the meeting be adjourned.** Mr. Springer seconded the motion. The motion unanimously carried. Chairman McFarland declared the meeting adjourned at 9:31 pm.

Michael McFarland, Planning Board Chairman

Attest: _____
Marilyn Fennell, Board Secretary